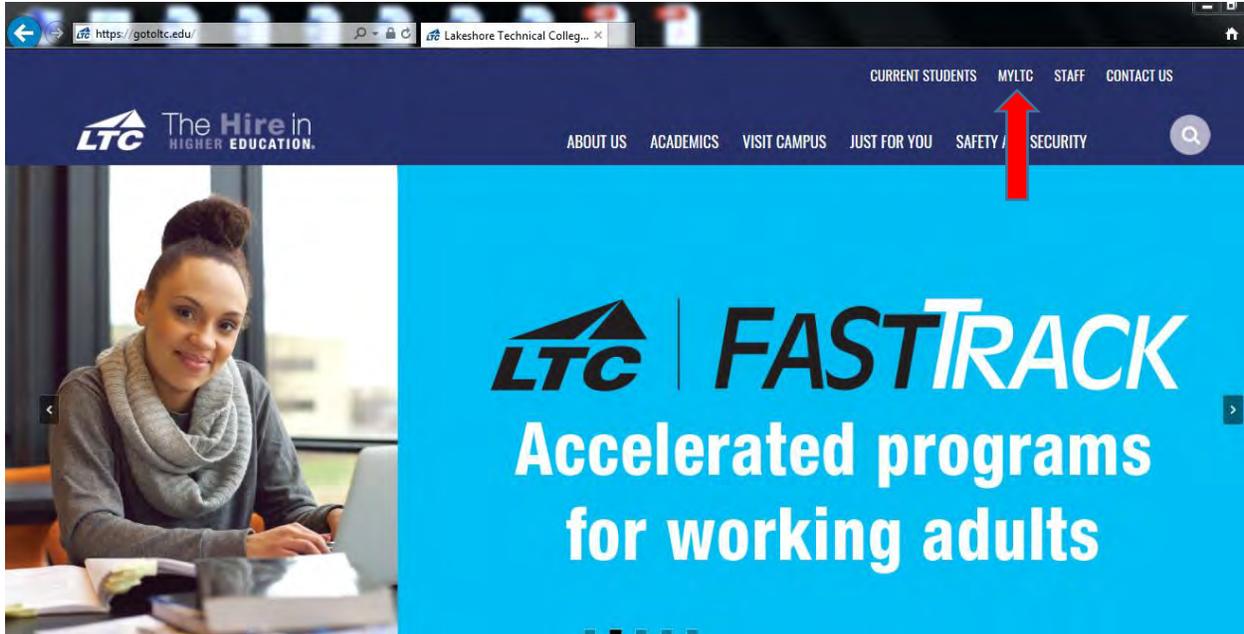
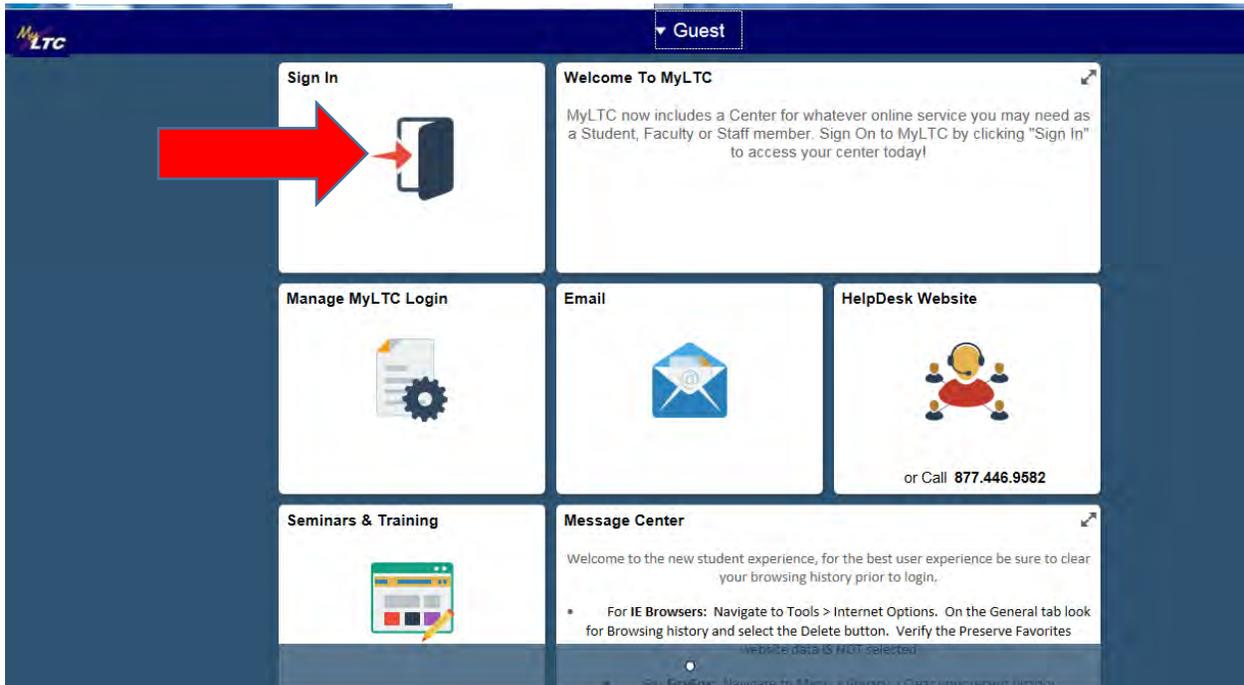


Step by Step Guide To Setting Up a Payment Plan

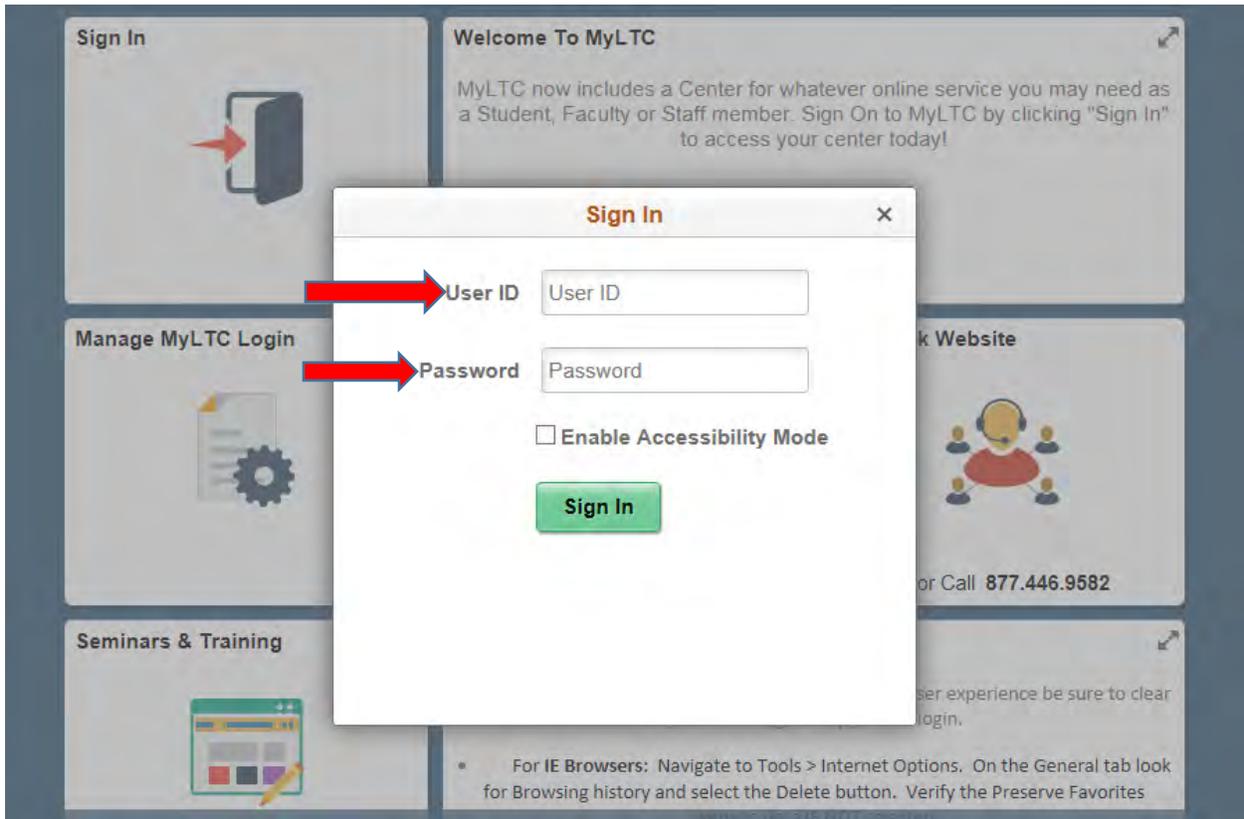
Go to www.gotoltc.edu and click on MYLTC.



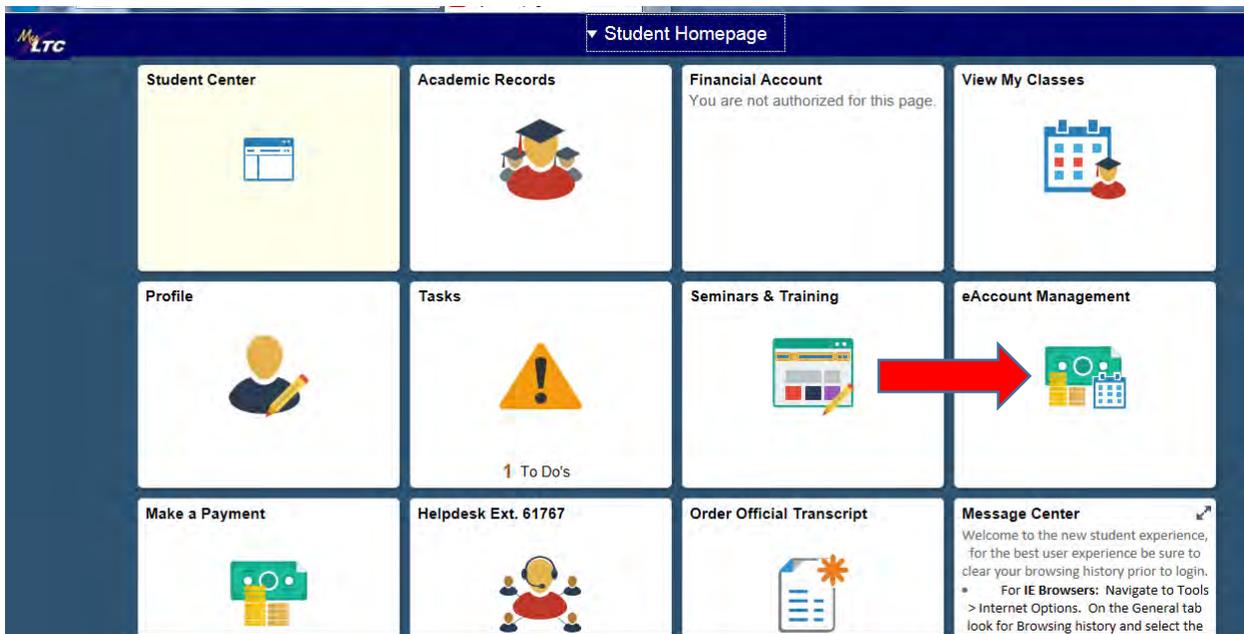
Click on the Sign In tile.



A box will pop up allowing you to enter your Student ID and Password.



Locate the eAccount Management tile and click on the tile.



A screen will appear where you must enter your Student ID Number and Password, then click Login.

LTC LAKESHORE TECHNICAL COLLEGE 1290 NORTH AVENUE CLEVELAND WI 53015

Students and Staff

Student ID Number:

Password:

[Login](#)

Welcome

Welcome to Lakeshore Technical College Student Account Suite. This 24x7 service lets students and their families view bills, make payments, and manage the student account. Students and staff may log in using their Student ID Number and Password. Parents, guardians, or employers require student permission through the student's authorized user process. If you have any questions about the system, please send an e-mail to studentbilling@gotoltc.edu.

Authorized Users

Login for parents or others who have been granted access.

Email:

Password:

[Login](#)

Student Account Suite Features

Student Account Center

- Check your balance.
- Make a payment towards your balance.
- View your payment history.
- Store your payment methods for quick and easy payment.
- As a student, provide permission to others (parents, employers, etc) to view

To set up a payment plan for the semester, click on Payment Plans.

LTC LAKESHORE TECHNICAL COLLEGE 1290 NORTH AVENUE CLEVELAND WI 53015

My Account Make Payment **Payment Plans** Refunds Help

Announcement

LTC has sent email bills to home and campus emails for any student with a balance as a reminder. Due date is June 6, 2018. Anyone that has not made a payment by the payment due date will get a \$30 late fee and is subject to collections after 90 days. A financial Coach is available to any student who is unable to make their monthly payment. Please call 920.693.1109 for an appointment.

Student Account

ID: xxxx1111

Balance: \$1,000.00

[View Activity](#) [Enroll in Payment Plan](#) [Make Payment](#)

My Profile Setup

- [Authorized Users](#)
- [Payment Profile](#)
- [Electronic Refunds](#)

Statements

Your latest eBill Statement (12/22/16) Statement : \$400.00 [View](#)

Click on the Enroll Now button.

The screenshot shows the top navigation bar with the LTC Lakeshore Technical College logo and address: 1290 NORTH AVENUE, CLEVELAND WI 53015. Below the navigation bar, the 'Payment Plans' section is active. A yellow banner states: 'You are not yet enrolled in a payment plan for the current term. To enroll in a payment plan, select Enroll Now.' A red arrow points to the 'Enroll Now' button.

Select the term you want to set the payment plan up for from the drop down box.

The screenshot shows the 'Payment Plan Enrollment' process. A progress bar has three steps: 'Select', 'Schedule', and 'Agreement'. A red arrow points to the 'Select' step. Below the progress bar, there is a 'Select Term' dropdown menu with 'Select Term' selected, and a 'Select' button.

In the case Summer 2018 is selected.

The screenshot shows the 'Payment Plan Enrollment' process with 'Summer 2018' selected in the 'Select Term' dropdown menu. The progress bar shows the 'Select' step is completed, and the 'Schedule' step is the current active step.

Click Select.

LTC LAKESHORE TECHNICAL COLLEGE 1290 NORTH AVENUE CLEVELAND WI 53015

My Account Make Payment Payment Plans Refunds Help My Profile

Payment Plan Enrollment

Select Schedule Agreement

Select Term Summer 2018 Select

Plan Name	Setup Fee	Installments	Action
Summer 2018 term 1184 3 Part Payment Plan	\$25.00	3	Details Select

The payment plan information will appear.

My Account Make Payment Payment Plans Refunds Help My Profile

Payment Plan Enrollment

Select Schedule Agreement

Summer 2018 term 1184 3 Part Payment Plan

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the [Account Activity page](#), you can review all recent charges and credits to your account.

Eligible Charges and Credits		
Description	Charges(\$)	Credits(\$)

Payment Schedule			
Description	Due Date	Amount paid:(\$)	Amount Due:(\$)

https://secure.touchnet.net/C22558_tsa/tapp?app:stoken=mT27qtLY55s&Navigate=welcome.jsp&OnError=welcome.jsp&P...

Towards the bottom click on the Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date. Then click Continue.

Optional down payment

Setup fee will be waived if payments are scheduled.

Installment 1	6/6/18	0.00	333.33
Installment 2	7/6/18	0.00	333.33
Installment 3	8/6/18	0.00	333.34

Total Amount Paid: 0.00
Total of installments: 1,000.00

Set up Automatic Payments

If you choose to schedule your payments, your setup fee of \$25.00 will be waived.
Would you like to set up payments to be made automatically on the dates shown above?

Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.

No, I don't want to set up payments. I will come back and make each payment on or before the due date.

From the drop down box, select the method of payment you would like to use for the automatic withdrawal of your payments and click Select.

My Account Make Payment Payment Plans Refunds Help My Profile

Payment Plan Enrollment

Select Schedule Payment Agreement

- The selected payment method will be used to pay all future installments automatically on the date they are due.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Select Method

Method

Electronic Check - Payments can be made from a personal checking or savings account.

Enter your credit/debit card information or your checking account information and click continue.

Select Method

Account Information

* Indicates required fields

*Card number: x

Method Select

Electronic Check - Payments can be made from a personal checking or savings account.

Debit and Credit Card - We accept the following credit and debit cards.



You will be asked to enter additional information including your name and address and to also name your payment method then click Continue.

Select Method

Account Information

* Indicates required fields

*Card account number:

*Name on card:

*Card expiration date:

*Card Verification Value:
(View example)

Cardholder Billing Information

International Address?

Cardholder Billing Information

International Address?

*Billing address:

Billing address:

*City:

*State/Province:

*Postal Code:

*Save payment method as:
(example My CreditCard)

Method Select

x



If further assistance is needed, please call Gwen at 920.693.1138 or Amy at 920.693.1351 in the LTC Student Billing Department.